

# Mercury Analysis Team Charter

## 1) Purpose for Team:

The purpose of the Mercury Analysis Team is to develop an atmospheric mercury modeling system for Wisconsin and the Great Lakes region. Development of the modeling system will include a comprehensive analysis of the emission, transport, transformation, and deposition of mercury to land and water surfaces in the region. The modeling system will be used to support development and evaluation of the effectiveness of mercury emission reduction initiatives and strategies. These initiatives and strategies include atmospheric mercury TMDLs (Total Maximum Daily Loads) for impaired water bodies in the state, proposed state regulations for the reduction of mercury from fossil fuel-fired utility plants, and other volunteer mercury reduction programs. We will work with interstate partners, the Mercury Technical Advisory Group, and stakeholders

## 2) Team Activities

- Develop liaisons with other parties involved in mercury analysis
- Develop modeling system for atmospheric mercury in the Great Lakes Region
- Contribute to the understanding of atmospheric mercury deposition by developing research projects
- Investigate and seek sources of funding for mercury research.

## 3) Organization

- Role of Team Leader, (Gwen Judson) is to:
  - i. Coordinate the team and track the completion of the duties and assignments of the team.
  - ii. Act as repository for all team records, decision making documentation, correspondence, meeting minutes.
- The position of team leader will be reviewed every 12 months. If the team agrees to change the team leader, a new leader will be chosen from the team and a recommendation made to the team sponsor.
- Role of Team Sponsor, (Larry Bruss) is to:
  - i. Increase the visibility and effectiveness of the team and its recommendations.
  - ii. Remove barriers for the team to progress.
  - iii. Advocate the team's needs or decisions to Department management.

## 4) Meeting Management

- Meetings will start and end on time.
- Meetings should not be held just because one is scheduled.
- Team meetings are mandatory; every member is expected to attend if at all possible.
- Meetings may be more or less frequent at times and will be determined based on workload.
- The team leader will be responsible for consolidating suggested agenda items.
- Repaired agendas will be distributed to team members one week in advance of scheduled meetings (or as soon as is reasonable.)
- A note taker will be assigned at each meeting.
- Team members may be assigned in advance of the scheduled meeting to prepare a presentation. That person is responsible for their own hand-outs or other needed media.

## 5) Decision Making

- Decisions will be made by trying to come to a consensus. Each member will have an opportunity to express his/her view on a particular issue. The team will then be polled to determine if there is a consensus. If consensus is not achieved, the team leader may refer the issue to the team sponsor. If it is decided that a facilitator is needed, the team requests that person to be from outside the Air Program.
- Issue decisions may be communicated or recommended to another team, Bureau, Division or outside agency by a member of the team.
- Decisions may be referred to a management member of the team, if appropriate or to the Team Sponsor.